

441—119.3(135C) Request for evaluation.

119.3(1) Required documentation. The employer and the prospective employee shall complete and the employer shall submit Form 470-2310, Record Check Evaluation, to the department to request an evaluation. The employer shall submit the form and required documentation to the Department of Human Services, Central Abuse Registry, 1305 East Walnut, Des Moines, Iowa 50319-0114. The department shall not process evaluations that are not signed by the prospective employee. The position sought or held must be clearly written on the first page of Form 470-2310, Record Check Evaluation. Form 470-2310 shall be accompanied by the following documents:

- a.* A copy of the documentation of the applicant's status on the DCI criminal history database generated within 30 days of the time that the request for evaluation is submitted to the department.
- b.* A copy of the Iowa Criminal History, if there is a history, as provided to the employer by the division of criminal investigations.
- c.* A copy of the documentation of the applicant's status on the dependent adult abuse registry generated within 30 days of the time that the request for evaluation is submitted to the department.

119.3(2) Additional documentation.

a. The employer may provide or the department may request from the prospective employee or employer information to assist in performance of the evaluation that includes, but is not limited to, the following:

- (1) Documentation of criminal justice proceedings.
 - (2) Documentation of rehabilitation.
 - (3) Written employment references or applications.
 - (4) Documentation of substance abuse education or treatment.
 - (5) Criminal history records, child abuse information, and dependent adult abuse information from other states.
 - (6) Documentation of the applicant's prior residences.
- b.* Any person or agency that might have pertinent information regarding the criminal or abuse history and rehabilitation of a prospective employee may be contacted.
- c.* The department may check the child abuse registry during a record check evaluation. If there is a record of child abuse, the department shall consider the information in the child abuse record in reaching a decision regarding employability.